

ROUTING AND TRANSMITTAL SLIP		Date
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
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Action	File	Note and Return
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As Requested	For Correction	Prepare Reply
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Comment	Investigate	Signature
Coordination	Justify	
REMARKS		

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5041-102

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# EXECUTIVE SECRETARIAT

## Routing Slip

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Remarks:

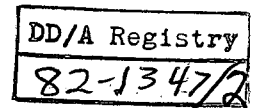
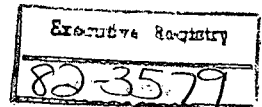
/s/ Executive, Secretary  
7/20/82  
Date

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OFFICE OF FEDERAL  
PROCUREMENT POLICY

EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET  
WASHINGTON, D.C. 20503



JUL 15 1982

MEMORANDUM FOR: HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM:

*Donald E. Sowle*  
DONALD E. SOWLE

SUBJECT:

Implementation of E.O. 12352, Procurement  
Reforms

The purpose of this memorandum is to keep you apprised of the actions taken and planned to implement E.O. 12352, Federal Procurement Reforms.

The Federal Procurement Council (FPC) comprised of representatives from the 24 largest agencies, met in March 1982, shortly after E.O. 12352 was signed, to discuss preliminary plans and to set up a task group to develop a model charter for procurement executives. Subsequently, an Executive Committee of the FPC was established to facilitate more frequent meetings, and task groups were set up to develop guidance to agencies on each element of E.O. 12352.

Attached for information are:

- o Executive Committee Charter
- o Minutes of the Executive Committee Meeting of June 1, 1982
- o Agenda for Executive Committee Meeting on July 14, 1982

The Model Charter for Procurement Executives was approved on June 30, 1982 and was sent to the heads of departments and agencies by the Director of OMB on July 8, 1982.

If you have any questions or suggestions, please call me at 395-5802, or LeRoy Haugh at 395-6166.

Attachments

Copy to:

Agency Contact Points



## EXECUTIVE OFFICE OF THE PRESIDENT

### OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

#### CHARTER

#### EXECUTIVE COMMITTEE ON FEDERAL PROCUREMENT REFORMS

##### I. Establishment:

The Executive Committee on Federal Procurement Reforms is established effective May 18, 1982. It is under the leadership of the Office of Management and Budget and chaired by the Administrator for Federal Procurement Policy.

##### II. Purpose:

The purpose of this Committee is to assist in implementation of the procurement reforms set forth in Executive Order 12352 by providing broad policy review and counsel to OMB through the Committee's Chairperson on all proposed implementation guidance. Interagency task groups will be appointed as set forth in Section V to develop guidance that will enable agency heads to fully accomplish their responsibilities under the Executive Order. One of the functions of the Committee will be to review and evaluate these task group recommendations. Other functions of the Committee are set forth in Section IV.

##### III. Membership:

The Committee is composed of the agency level Procurement Executive from each of the following organizations:

- Department of Agriculture
- Department of Defense
- Department of Energy
- Department of Interior
- Department of Transportation
- General Services Administration
- National Aeronautics and Space Administration
- Veterans Administration

Membership will also include a representative from the Small Business Administration and the Office of Personnel Management.

A member may appoint an alternate to act in his capacity and represent his organization at a meeting if he is unable to attend. However, principals are expected to attend meetings whenever possible.

Notice will be given at least two weeks prior to a meeting.

#### IV. Activities:

The Executive Committee will:

- o Provide advice with respect to the organization of interagency task groups and the nominations of individuals selected to chair task groups.
- o Review and provide advice with respect to each task group's charter.
- o Review task group plans to ensure they encompass all the areas needed to fully implement the Executive Order.
- o Review and evaluate task group progress.
- o Resolve questions raised by task groups and otherwise provide guidance to task groups.
- o Review the proposed guidance developed by the task group and recommend changes, modifications or acceptance for transmittal to the agencies.
- o Advise and counsel OMB/OFPP on content of periodic reports to the President on the accomplishments and progress in implementing the Executive Order.
- o Review Government-wide proposed policies, recommend areas for the development of new policies and identify statutory provisions that need to be amended or repealed.

#### V. Task Groups:

Interagency task groups will be established to develop guidance which will facilitate agency accomplishment of the specific objectives of Executive Order 12352. Each task group will be chaired by a General or Flag Officer, or civil service equivalent. Responsibilities of the Chairperson include:

- o Ensuring a balanced membership in terms of perspective and agency mission responsibilities.
- o Developing a charter and presenting it to the Committee for review and approval.
- o Developing a plan of areas and issues to be examined by the task group.

- o Briefing the Committee on progress.
- o Developing and presenting to the Committee recommended actions.
- o Ensuring all actions in the charter and plan are completed or disposed of.

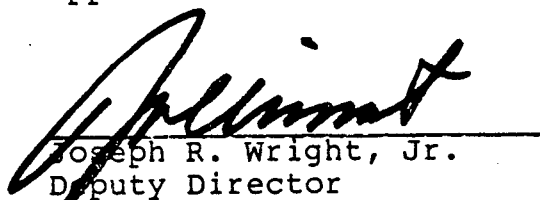
VI. Meetings:

Meetings of the Executive Committee will be held as necessary at the call of the Administrator for Federal Procurement Policy. Meetings will be held, on the average, once a month.

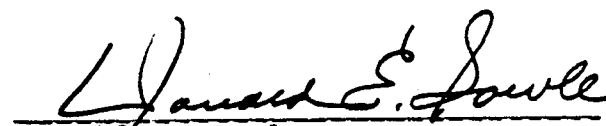
VII. Staff Support:

Staff support to the Chairperson will be provided by OFPP. The Administrator will designate an Executive Secretary to plan, coordinate, prepare the agenda, and maintain minutes of each meeting.

Approved:

  
Joseph R. Wright, Jr.  
Deputy Director  
Office of Management  
and Budget

Approved:

  
Donald E. Sowle  
Administrator for Federal  
Procurement Policy

DATED: June 25, 1982